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DIRECTOR'S OFFICE MEMORANDUM 2011 - 13

EFFECTIVE: December 29, 2010

DATE: December 13, 2010

TO: Executive Policy Team
Administrative Management Team
Wardens

FROM: Patricia L. Caruso, Director

SUBJECT: Specialized Housing for Prisoners Requiring Protection

SUPERSEDES DOM 2010 - 17 (effective 09/27/10)

Beginning September 27, 2010, the Oaks Correctional Facility (ECF) and the Bellamy Creek Correctional Facility (IBC) were designated to have general population housing units for prisoners whose protection needs cannot be met in a traditional general population setting but who do not require placement in administrative segregation based on their conduct. Such housing shall be secure and physically separate from traditional general population and segregation housing. Protective housing also is available at the Women's Huron Valley Correctional Facility (WHV), as necessary. Neither consent nor a hearing is required to place a prisoner in protective housing.

Screening and Transfer

Whenever staff believe a general population prisoner may be in need of protection or a general population prisoner requests protection, the prisoner shall be placed in temporary segregation or, if the institution does not have temporary segregation, in other suitable housing within the institution to meet the prisoner's protection needs pending investigation. (See PD 04.05.120 "Segregation Standards" regarding temporary holding areas.) An investigation shall be immediately conducted and the findings documented on a Request for Protection/Investigation Report (CSJ-686). The Request for Protection/Investigation Report shall be forwarded to SCC as soon as possible but no later than seven business days after the prisoner's placement in temporary segregation or, if the institution does not have temporary segregation cells available, other suitable housing for review and determination as to further action to be taken. If SCC determines that protection is not needed, reasons for this finding shall be documented on the form.

Whenever SCC determines that a prisoner's protection needs cannot be in his/her current housing unit, the prisoner shall be either moved as soon as possible to a different general population housing unit within the institution or, if that will not meet the prisoner's protection needs, transferred to general population housing at another institution which meets the prisoner's protection needs. Prisoners shall be transferred to protective housing at ECF or IBC only if their protection needs cannot be met by a transfer to a different housing unit or a transfer to a different institution which provides traditional general population housing. Transfers to other institutions, including for placement in protective housing at IBC or ECF, shall be coordinated in advance with the receiving institution. All transfers shall be in accordance with PD 05.01.140 "Prisoner Placement and Transfer"; transfers to ECF or IBC for protective housing require prior approval of the Manager of the Classification and Placement Section, Operations Division, Correctional Facilities Administration (CFA).

Protective Housing

Prisoners in protective housing at ECF, IBC, or WHV may participate in all activities and services provided to prisoners in a traditional general population setting. In order to meet their protection needs, however, these prisoners shall not have contact with prisoners in traditional general population or segregation housing except under staff supervision. As necessary to meet this requirement, general population activities and services may be provided in the housing unit or in other specially designated areas of the institution; they also may be provided at specially designated times or under escort, as needed. General population services and activities shall be provided in-cell only when it is not administratively feasible to provide in a group setting. If direct access to the general library is not feasible, books shall be available to the prisoner upon request. If direct access to the law library is not feasible, prisoners shall be provided legal assistance through the Legal Writer Program and may receive books from the law library in the same manner as for prisoners in segregation. Showers, exercise, meals, cell changes, and other pertinent information shall be documented in the unit logbook. SCC shall review each prisoner's continued need for placement in protective housing at ECF, IBC, or WHV at least quarterly. The reviews shall include a personal interview with the prisoner unless the prisoner chooses not to participate in the interview. A Qualified Mental Health Professional shall be consulted during the review for prisoners who are on a corrections mental health services active caseload. All reviews shall be documented on a Protective Housing Quarterly Review form (CSJ-687). If the prisoner chooses not to participate in the SCC interview, that shall also be documented on the form. Prisoners who are found to no longer require protective housing at ECF, IBC, or WHV shall be transferred to traditional general population housing in accordance with PD 05.01.140 "Prisoner Placement and Transfer".

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